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A.M.  
7 June 1948

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Progress Report of the Executive for Inspection and Security for the Month of May 1948.

I. PROGRESS FOR MAY

A. Status of Security

1. During the month of May considerable progress has been made in establishing the Employee Investigative Branch, which will serve as the investigative unit for CIA personnel cases. A number of employees from other sections of I & S have been diverted to EIB in order that basic planning and organization may be established as quickly as possible. Considerable progress has been made in the procurement of investigative personnel, the drafting of manuals and procedures for field agents, the establishment of field offices, and organization of an indoctrination training program for all recruited investigative personnel.

2. Security violations for the month of May numbered 17, four more than occurred in April. During the month 73 complete security inspections were carried out by the Night Duty Security Officers. Considering the number of security violations that occurred in the month in relation to the number of safes in the Agency and the number of comprehensive night security inspections, it is evident that the employees of the Agency are readily aware of and carrying out their security responsibilities for the safeguarding of classified information.

25X1A 3. During the month a minor fire occurred in the elevator shaft of [REDACTED]. The procedures established under the CIA Disaster Plan for such an emergency were immediately put into effect and the appropriate officials notified within a few moments after discovery of the fire. The fire was quickly extinguished without danger to personnel or the security of classified information. The mechanics of the Disaster Plan functioned in accordance with the established program.

B. Accomplishments and Activities during May 1948

4. Investigations Division

a. During the month approximately 40 per cent of the May personnel of this Division were loaned to the Employee Investigative

6. Inspection and Audit Division

a. The inspection report of the Motor Pool Section, A & H, was completed and report submitted.

b. An investigation completed on certain missing documents reported by ORR.

c. An investigation completed and a report submitted regarding the use of chain envelopes within the Agency for transmittal of classified information. Report recommended continued use of chain envelopes.

d. Preparations for a foreign inspection trip were completed.

e. Coordinated activities with Property Control Division, A & H, concerning the new Property Manual in preparation by that Division.

f. A proposed new function of the Inspection Division was resolved by assignment of the function to ICAPB.

g. The efforts of the entire staff of the Audit Branch were devoted to the continuation of the audit of Special Funds. Numerous problems developed during the course of this audit have been discussed with the appropriate officials and ways and means for the revision of certain procedures have been discussed and resolved.

7. Security Control Staff

a. During the month reviews were made and decisions rendered with respect to 13 requests for security clearance on academic papers, books, examinations and writings for publication.

b. Approximately 10 opinions and policy decisions relating to security matters were rendered in response to specific requests, such as:

- (1) Revelation of connection or employment with ORR.
- (2) Use of clear radio and telegram for FBI communications.
- (3) Special distribution of ORR materials to members of the official U. S. delegation, International Civil Aviation Conference.
- (4) Approval of form letter proposed by OO for release to certain companies in the petroleum industry.